

**MONTANA STATE PRISON
600 CONLEY LAKE ROAD
DEER LODGE, MONTANA 59722
INTERNAL/EXTERNAL**

Job Title: Boilermaker	Pay Grade: Blue Collar 12
Position Number: 22029	Salary \$19.01/hr
Classification Code: 996001	Bargaining Unit: 012 MSP Craft Council
Division: Montana State Prison	Shift: To be determined
Location: Deer Lodge, MT	Location: Deer Lodge
Status: Permanent/Full-time	Supplement Required: No

To Apply: Submit a State of Montana employee application to Montana State Prison, Personnel Office, 600 Conley Lake Road, Deer Lodge, MT. 59722. Applications must be received by 1/4/08. **(*Attach a completed copy of the Reference and Criminal Background Check authorization form to application.)**

Special Information: Upon employment, successful completion of Basic Pre-Service Training for Prison employees. Must be able to respond in the event of an emergency; able to work under stressful and potentially dangerous conditions.

Typical Duties: Communicate with the Maintenance Management Team as to the welding duties related to maintenance/construction at Montana State Prison. Is responsible for maintaining the welding shop at Montana State Prison for meeting the welding needs at the Institution. Performs major and minor welding duties to meet the requirements of the Institution. Complies with Department, Division and Unit policy and/or direction and consults as needed or required with supervisors to obtain clarifications or address concerns. Plans all work assigned to this position to offer the best possible welding services to Montana State Prison. Maintains and repairs equipment, systems and components for all scheduled and emergency institutional requirements. Operates and maintains all necessary equipment using safe operating techniques to ensure that all tasks are completed in a safe and efficient manner. Performs all work in a safe and proper manner following established policies, general safety rules and safe operating procedures. Provides Montana State Prison with quality welding and metal work maintenance and construction to all areas including, but not limited to, Montana State Prison, the Ranch and Montana Correctional Enterprises, to assure that proper metal work services and systems are provided. Responsible for the supervision and training of an inmate work force. Selects, evaluates, & disciplines when required, an inmate work force to ensure compliance with the policies and procedures as outlined in the manuals held and updated by Montana State Prison. Exposes the selected inmate work force to all aspects of the boilermaker trade while creating a positive experience that may lead to employment opportunities upon successful discharge from Montana State Prison. Performs fire fighting responsibilities to suppress and contain any fires which threaten the safety and security of Montana State Prison by practicing good fire fighting techniques. Performs damage control responsibilities as directed by the Maintenance Management Team to assess damages and reporting all damages and corrective actions to the Maintenance Management Team for appropriate actions. Performs security duties as assigned to maintain an adequate level of security by following and adhering to the policies and procedures of Montana State Prison.

Qualifications: A thorough knowledge of all types of work performed by a boilermaker including welding work, metal fabrication, repair and installation of finished or manufactured products. Must be skilled in the boilermaker profession, in the use of hand and power tools. Must be able to communicate both orally and in writing. Must possess a valid Montana Driver's License.

Education & Experience: The above qualifications are typically acquired through a high school diploma or equivalent along with the completion of a formal approved apprenticeship program and 4 years

progressively responsible experience within the boilermaker trade .

Immigration and Control Act: In accordance with the Immigration and Control Act, the person selected must produce within three (3) days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

Compensation: This position is classified as a Blue Collar grade 12 on the state's general blue-collar pay matrix. The current hourly salary is \$19.01. Full-time state employees are also provided paid health, dental and life insurance. Other benefits include a credit union, a deferred compensation program, Public Employee's Retirement System, 15 working days annual leave, 12 days sick leave per year, paid holidays, and up to 15 days military leave with full pay per year.

Reasonable Accommodations: Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact the Personnel Office at (406)846-1320.

Montana Compliance with Military Selective Service Act: You will be required to produce documentation showing you have complied with the Federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service or a letter from Selective Service that shows you were not required to register.

Application and Selection Process: Selection procedures to be used in evaluating applicants' qualifications may include an evaluation of the Montana State Application form; a structured interview; a performance test; reference checks and a background investigation. Application materials required are: Signed and complete State Application for Employment, (PD-25, Rev 12/93). Applicants claiming the Veteran's and Handicapped Person's Employment Preference (see State Application for Employment, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the SRS certification of Disability form.

The application materials will be reviewed by a panel of job experts. Applicants will be notified of further selection procedures. If the hiring authority deems the number of applicants is insufficient to obtain the most qualified individual, the position will be reposted. A behavioral interview may be part of the selection process. An overall score of 70 percent must be attained in order to be considered for employment. If there are no qualified applicants for the position or a passing score is not met, a Training Assignment may be considered based on individual qualifications.

Tuberculosis testing is mandatory. All Montana State Prison buildings are smoke-free. Montana State Prison is a Tobacco Free Institution.

All new employees are subject to a minimum of 6 months probation.

This job posting is an advertisement for the solicitation of applicants for the position. It is not intended to represent a contract between the employer and the applicant selected.

Late, incomplete or unsigned applications will be rejected as incomplete and will not be considered.

**DEPARTMENT OF CORRECTIONS
REFERENCE AND CRIMINAL BACKGROUND CHECK
AUTHORIZATION FORM**

Applicant's Name: _____
(Please print or type)

Previous names (i.e. maiden name, previous married names) _____

Social Security Number: _____

Date of Birth: _____

List states where you have resided: _____

TO WHOM IT MAY CONCERN: As an applicant for a position with the Department of Corrections, I am required to furnish information for use in determining my past work record. I hereby authorize the Department of Corrections to contact any or all of my present or past employers, co-workers, personal references or any other possible work contacts. I release these employers and/or references from any liability which may relate to the information provided to the Department. I also authorize the Department to conduct a Criminal Records Check and Background Check via law enforcement agencies and/or an investigator, and an Abuse, Neglect or Mistreatment Check through the Department of Public Health and Human Services. I understand that the purpose of this record and background check is for employment purposes only.

Have you ever been convicted of a felony or misdemeanor other than a minor traffic violation? _____

If your answer is yes, please provide the date of the conviction and the jurisdiction in which the conviction occurred.

Jurisdiction: _____

Date of Conviction: _____

This authorization shall be valid and effective for one year from the date signed.

Date: _____

Applicant Signature _____

